

STATE OF MICHIGAN

PERFORMANCE PLAN

FISCAL YEAR 2004



Office of Highway Safety Planning

Prepared For:
U.S. Department of Transportation
National Highway Traffic Safety
Administration and Federal Highway
Administration

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2004 PERFORMANCE PLAN

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OVERVIEW

The Office of Highway Safety Planning (OHSP) designed its grant projects and activities identified during the FY2004 planning process around the ability to maximize program effectiveness and reach those areas where the greatest need for improvement existed. Planning efforts focused specifically on those areas where the most people live and drive and where the most serious traffic safety problems occur. In addition, efforts were focused around four 'mobilizations' consisting of intense education and enforcement activity to increase overall seat belt use and decrease impaired driving.

Through the problem identification process, OHSP's planning matrix was reviewed against the 2002 crash data along with trend reports to ensure that planning efforts and resources accurately identified how and why crashes occur, who is involved, as well as, when and where these crashes happen. Once the primary issues and target groups were verified, OHSP's long-term strategies were reviewed to make sure they continued to remain relevant and on target for addressing the most serious traffic safety problems. Short-term strategies and budget requests were then developed based upon the planning matrix and the long-term strategies.

The final step in HSP development was selection of projects. Projects were selected based upon each project's potential for impacting the identified traffic safety primary issue and problem area. Consideration was also given to which partners may be available to implement projects and ensure the greatest chance for success, the target group involved, and, where and when implementation was to take place.

It has become increasingly imperative to focus not only on the most significant traffic safety problems but to emphasize the importance of building and maintaining partnerships and promoting teamwork. Throughout the entire HSP development process, OHSP traffic safety partners provided invaluable information, knowledge and insight into the problems facing their organizations, communities and the state of Michigan. Through direct contact with OHSP, staff participation in network and committee meetings, conferences, or, via web messages, OHSP will continue to promote this partnership, expand untapped networks and dedicate all its resources to reducing fatalities and injuries on Michigan's roadways.

PRIMARY ISSUES

1. Occupant Protection

Increasing the observed statewide safety belt usage rate to 90 percent by the year 2004 is the goal that has been set for this program area. Increasing the perceived threat of arrest for failure to wear a safety belt continues to be one of the primary strategies for increasing the safety belt use rate in Michigan. This will be accomplished through stepped up law enforcement participation in two nationally promoted mobilizations. Public information and education campaigns, including earned and paid media, will be implemented to publicize the enforcement activity and to address specific high-risk target groups. The effectiveness of public information and education campaigns and enforcement activities will be thoroughly evaluated through telephone and direct observation surveys.

2. Alcohol Impaired Driving Prevention

The OHSP goal is to reduce and maintain the proportion of KA had-been-drinking (HBD) crashes to 17 percent by 2004.

Increasing the perceived threat of arrest for drunk driving is one of the primary strategies for impacting this issue. This will be accomplished through two high-visibility saturation enforcement efforts. Enforcement activity will be combined with a strong public awareness and education media campaign.

Training within the criminal justice community on impaired driving issues will be conducted. Initiatives designed to reduce the incidence of underage drinking and driving will be developed and implemented at the local level and will encourage youth involvement in arriving at solutions to address the problem.

3. Roadway Safety

In 2002, 28.9 percent of all fatal crashes occurred at/or within 150 feet of an intersection. The goal of this primary issue is to reduce the number of crashes at intersections by 10 percent from 141,052 in 1999 to 126,947 in 2004. In 2002 there were 122,361 intersection crashes.

The American Association of State Highway Transportation Officials (AASHTO) Highway Safety Strategic Plan will serve as the basis for developing intersection safety projects within local communities in cooperation with OHSP partners. In 2002 the Governor's Traffic Safety Advisory Commission (GTSAC) selected intersection safety as a priority issue. OHSP continues to facilitate the development of a Michigan Agenda to Address Intersection Safety.

In addition, OHSP will provide funding to local communities, specifically metropolitan planning organizations to assist with identifying potential traffic safety issues. Also, basic traffic safety engineering training will be provided to assist these groups with identifying needed roadway safety improvements.

4. Driver Issues and Education

In 2002, speeding, failure to yield, violation of traffic control, and driving left of center accounted for 31.1 percent of all fatal crashes. These actions are the result of unsafe driving behavior. The goal for this primary issue is to reduce the number of KA crashes where unsafe driving behavior is cited as the hazardous action in the crash by 10 percent from 7,048 in 1999 to 6,343 in 2004. In 2002 there were 6,294 types of these crashes.

Support will be provided for continuing education programs directed at high school and college age youth to address alcohol, fatigue and aggressive driving. As our nation ages there becomes more of a need to focus on the elderly driver. An international conference on elderly mobility is being planned for the fall of 2004 to address this issue.

5. Planning and Administration

The activities of agencies (local, state and private business entities) with responsibilities or an interest in transportation safety must be continually monitored. The overall impact of OHSP highway safety initiatives must be evaluated in order to determine whether OHSP is achieving its goals and fulfilling its mission. The processes within OHSP must be continually reviewed to assure that program staff receive updated training annually, that the Grant Management Requirements are current, and compliance with the 40 percent benefit to locals federal requirement is attained.

In order to address these issues, the overall OHSP program goal is to provide the most efficient and effective administration, management and evaluation of the Michigan Office of Highway Safety Planning.

Administrative support will continue to be provided for the Governor's Traffic Safety Advisory Commission. Existing safe community coalitions will be maintained and community-level traffic safety programs will be supported. The business community will continue to be used as an avenue to promote traffic safety in the workplace and for support of OHSP mobilization efforts. Finally, improvements in technology and continual monitoring of internal processes and evaluation strategies will be implemented to ensure that the primary issue and program area goals and ultimately the statewide impact goals are achieved as effectively and efficiently as possible.

STATE CERTIFICATIONS AND ASSURANCES

Failure to comply with applicable Federal statutes, regulations and directives may subject State officials to civil or criminal penalties and/or place the State in a high risk grantee status in accordance with 49 CFR §18.12.

Each fiscal year the State will sign these Certifications and Assurances that the State complies with all applicable Federal statutes, regulations, and directives in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but not limited to, the following:

- 23 U.S.C. - Highway Safety Act of 1966, as amended;
- 49 CFR Part 18 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 49 CFR Part 19 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations
- 23 CFR Chapter II - (§§1200, 1205, 1206, 1250, 1251, & 1252) Regulations governing highway safety programs
- NHTSA Order 462-6C - Matching Rates for State and Community Highway Safety Programs
- Highway Safety Grant Funding Policy for Field-Administered Grants

Certifications and Assurances

The Governor is responsible for the administration of the State highway safety program through a State highway safety agency which has adequate powers and is suitably equipped and organized (as evidenced by appropriate oversight procedures governing such areas as procurement, financial administration, and the use, management, and disposition of equipment) to carry out the program (23 USC 402(b) (1) (A));

The political subdivisions of this State are authorized, as part of the State highway safety program, to carry out within their jurisdictions local highway safety programs which have been approved by the Governor and are in accordance with the uniform guidelines promulgated by the Secretary of Transportation (23 USC 402(b) (1) (B));

At least 40 percent of all Federal funds apportioned to this State under 23 USC 402 for this fiscal year will be expended by or for the benefit of the political subdivision of the State in carrying out local highway safety programs (23 USC 402(b) (1) (C)), unless this requirement is waived in writing;

This State's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks (23 USC 402(b) (1) (D));

Cash drawdowns will be initiated only when actually needed for disbursement, cash disbursements and balances will be reported in a timely manner as required by NHTSA, and the same standards of timing and amount, including the reporting of cash disbursement and balances, will be imposed upon any secondary recipient organizations (49 CFR 18.20, 18.21, and 18.41). Failure to adhere to these provisions may result in the termination of drawdown privileges);

The State has submitted appropriate documentation for review to the single point of contact designated by the Governor to review Federal programs, as required by Executive Order 12372 (Intergovernmental Review of Federal Programs);

Equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes by the State; or the State, by formal agreement with appropriate officials of a political subdivision or State agency, shall cause such equipment to be used and kept in operation for highway safety purposes (23 CFR 1200.21);

The State will comply with all applicable State procurement procedures and will maintain a financial management system that complies with the minimum requirements of 49 CFR 18.20;

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin and 49 CFR Part 21; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; and 49 CFR Part 27 (d) the Age Discrimination Act of 1975, as amended (42U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970(P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse of alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

The Drug-free Workplace Act of 1988(49 CFR Part 29 Sub-part F):

The State will provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b) Establishing a drug-free awareness program to inform employees about:
 - 1) The dangers of drug abuse in the workplace.
 - 2) The grantee's policy of maintaining a drug-free workplace.
 - 3) Any available drug counseling, rehabilitation, and employee assistance programs.
 - 4) The penalties that may be imposed upon employees for drug violations occurring in the workplace.
- c) Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - 1) Abide by the terms of the statement.
 - 2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- e) Notifying the agency within ten days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction.
- f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted --
 - 1) Taking appropriate personnel action against such an employee, up to and including termination.
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f) above.

BUY AMERICA ACT

The State will comply with the provisions of the Buy America Act (23 USC 101 Note) which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

POLITICAL ACTIVITY (HATCH ACT).

The State will comply with the provisions of 5 U.S.C. §§ 1501-1508 and implementing regulations of 5 CFR Part 151, concerning "Political Activity of State or Local Offices, or Employees".

CERTIFICATION REGARDING FEDERAL LOBBYING:

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CERTIFICATION REGARDING STATE LOBBYING:

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION:**Instructions for Primary Certification**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause for default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered *transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion -- Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this proposal.

ENVIRONMENTAL IMPACT

The Governor's Representative for Highway Safety has reviewed the State's Fiscal Year 2004 highway safety planning document and hereby declares that no significant environmental impact will result from implementing this highway safety plan. If, under a future revision, this Plan will be modified in such a manner that a project would be instituted that could affect environmental quality to the extent that a review and statement would be necessary, this office is prepared to take the action necessary to comply with the National Environmental Policy Act of 1969 (42 USC 4321 et seq.). Council on Environmental Quality regulations on compliance with the National Environmental Policy Act of 1969, as amended, 40 C.F.R. Part 1500 et seq.

Governor's Representative for Highway Safety

Date

Mission

***To save lives and reduce injuries
on Michigan roads
through leadership, innovation,
facilitation, and program support
in partnership with
other public and private organizations.***



MICHIGAN PERFORMANCE PLAN

PROCESS DESCRIPTION

Significant progress has been made in traffic safety over the past several years. Safety improvements have been made to vehicles, on the roadways and in driver behavior resulting in a reduction of fatalities and serious injuries due to traffic crashes. In 2002 Michigan saw the number of crash fatalities fall below 1,300 for the first time since 1945. Despite this milestone and the aforementioned improvements, people continue to lose their lives on our nation's roads and within our state.

The challenge facing traffic safety advocates is to maintain the improvements made to date while developing strategies and programs to address those areas that continue to resist efforts. In order to maximize program effectiveness and reach those areas where the greatest need for improvement exists, the Office of Highway Safety Planning (OHSP) continues to focus planning efforts specifically on those areas where the most serious traffic safety problems occur. Development of the 2004 Highway Safety Plan (HSP) continues the approach developed in 2003. The focus remains on how, why, when, and where crashes are occurring along with who is involved.

With limited resources at the federal, state, and local level, the success of this approach continues to require an emphasis on building and maintaining partnerships and promoting teamwork. Working with partners as members of a team with a common goal to plan and implement Michigan's traffic safety programs is critical to the success of OHSP's programming efforts. This emphasis can be found throughout each stage of the HSP development process. By emphasizing partnership and teamwork, OHSP ensures that its highway safety program is implemented in the most efficient and effective manner.





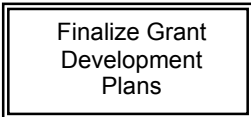

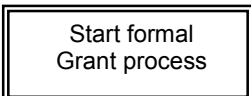

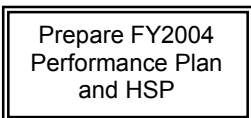

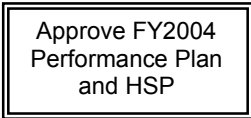

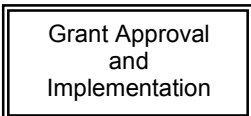
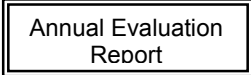
Pre-planning Steps

Once implementation of the current highway safety plan begins, it is time for staff to begin planning for the next fiscal year. Before doing so, staff takes time to review the planning process that was just completed. This "after-action-review" occurs in October. The HSP Team participates in this review by identifying success areas and those in need of improvement. Following this discussion is a review of what was learned from the process and suggestions for improvement for the next planning cycle. Once this review has taken place, any necessary revisions are made to the process and a planning calendar (Exhibit 1) is established and finalized. This pre-planning step ensures that OHSP's planning process remains dynamic, efficient and effective.

Each step of the planning process is identified below:

1. Problem Identification
2. Goal Determination and Analysis
3. Strategy Selection
4. Budget Development
5. Traffic Safety Partner Input
6. Project Selection
7. Performance Measures
8. Administrative Review

EXHIBIT 1 – HSP Planning Outline

FY2004 HSP PLANNING CALENDAR		
ACTION	DATES	DETAILS
	NOVEMBER	<ul style="list-style-type: none"> ❖ Review Past years activity ❖ Review Current years activity ❖ Review Traffic Crash Facts ❖ Review Fatal and Injury Analysis ❖ Obtain Input from Traffic Safety Community ❖ Identify Problem areas ❖ Identify Short-term goals (<1 year) ❖ Identify Long-term goals (>3 years)
	DECEMBER JANUARY	<ul style="list-style-type: none"> ❖ Meet with key program partners ❖ Review Planning Session Output ❖ Review data specific to the program ❖ Review HSP Matrix ❖ Outline grant opportunities ❖ Identify Long-term strategies (>3 years)
	FEBRUARY MARCH	<ul style="list-style-type: none"> ❖ Identify Short-term strategies (<1 year) ❖ Create Draft GDP ❖ Validate Draft GDP with program goals ❖ Establish Draft Budget 
	APRIL MAY	<ul style="list-style-type: none"> ❖ GDP's finalized ❖ HSP Management Team Reviews programs and budgets ❖ HSP Budget finalized 
	JUNE	<ul style="list-style-type: none"> ❖ Create In-House Grants ❖ Notify Grantees of Grant timelines ❖ Send Grantees Grant Template ❖ Monitor process 
	JUNE JULY	<ul style="list-style-type: none"> ❖ Create draft Performance Plan ❖ Create draft HSP ❖ Administrative review of Performance Plan ❖ Administrative review of HSP 
	AUGUST	<ul style="list-style-type: none"> ❖ Approve FY2004 Performance Plan and HSP ❖ Print and distribute Performance plan and HSP to: NHTSA, FHWA, State and Local Agencies ❖ Post to Web Site 
	SEPTEMBER OCTOBER	<ul style="list-style-type: none"> ❖ Approve and start implementation of FY2004 grants. ❖ Conduct grant orientation meetings
	NOVEMBER	<ul style="list-style-type: none"> ❖ Annual evaluation report prepared for FY2004 HSP

Plan Organization-NEW

The performance plan has been reorganized so that it more closely follows the actual steps of the planning process. The information identified during each step of the process is included immediately following the process description.

1. PROBLEM IDENTIFICATION

Problem identification is a key function of the planning process. This step ensures that a sound foundation exists for implementing successful traffic safety programs.

Review of Traffic Crash Data

One of the primary components of problem identification is a review of the traffic crash data. This review provides the basis for identifying Michigan's traffic safety problems. The following documents provide an in-depth analysis of Michigan's traffic crash data and establish the direction for the remainder of the planning cycle for FY2004.

Michigan Traffic Crash Facts: Through a partnership with the University of Michigan Transportation Research Institute (UMTRI), a compilation of Michigan's traffic crash data is completed annually and published as the Michigan Traffic Crash Facts. This data is available in hard copy, on CD-ROM and web based formats. In addition, traffic crash data from 1992 to the present is available on the University of Michigan Transportation Research Institute's (UMTRI) web site.

Michigan Fatal & Serious Injury Traffic Crash Trends 1997-2001: This document is also prepared by UMTRI and provides an additional analysis of Michigan's traffic crash data. The analysis concentrates on fatal and serious injury crashes and includes an examination of trends, causes, and prevention implications.

Statewide Traffic Crash Analysis: This document is prepared by Wayne State University, Department of Civil and Environmental Engineering. Using a Geographic Information System (GIS), an analysis of high crash locations for twelve crash categories (fatal, injury, alcohol-related, head-on, single vehicle, angle, left-turn head-on, pedestrian/bicycle, red-light running, speeding, deer-related and older-driver) was conducted and displayed on color-coded maps.

Review of Planning Matrix

Once the traffic crash data reports have been prepared and reviewed, the next step in plan development is to review the Planning Matrix. This review provides verification that the primary issues and target groups identified on the matrix are the areas experiencing the most significant traffic safety problems. Addressing these issues and target groups will provide the greatest impact in improving traffic safety in Michigan and also provides a forum for identifying emerging issues in need of attention. **Exhibit 2** illustrates the planning matrix.

EXHIBIT #2

PLANNING MATRIX

T A R G E T S	Alcohol	Driver Behavior (Speeding, Fatigue & Aggressive Driving)	Occupant Restraints	Roadway Safety	Goals for Year 2004
Male Drivers Age 16-20					Reduce KA Crash Rate per 1000 Drivers of Record (males, age 16-20) by 25 percent from 5.53 in 1999 to 4.15 in 2004
Male Drivers Age 21-34					Reduce KA Crash Rate per 1000 Drivers of Record (males, age 21-34) by 25 percent from 3.78 in 1999 to 2.83 in 2004
City/County Roads					Reduce the number of KA crashes on City/County roads by 10 percent from 6,249 in 1999 to 5,624 in 2004
Peak Travel Seasons					Reduce percent of crashes resulting in KA injury (Memorial day-Labor day peak) by 10 percent from 0.99 percent in 1999 to 0.89 percent in 2004 ----- Reduce percent of occupants receiving KA injury (Memorial day-Labor day peak) by 10 percent from 1.73 in 1999 to 1.56 in 2004
Elderly Drivers					Reduce KA Crash Rate per 1000 Drivers of Record (age 70+) by 10 percent from 1.68 in 1999 to 1.50 in 2004.
Occupants age 0-15					Reduce percent of occupants (age 0-15) that experience KA injury by 10 percent from 11.69 percent in 1999 to 10.52 percent in 2004.
	*Maintain proportion of KA crashes coded HBD at 17 percent	**Reduce the number of KA crashes where unsafe driving behavior is cited as the hazardous action in the crash by 10 percent from 7,048 in 1999 to 6,343 in 2004	Increase front-outboard shoulder belt use 10 percent from 81.8 percent in 2000 to 90 percent by 2004	Decrease intersection related crashes by 10 percent from 141,052 to 126,947 by 2004	*Note-as the number of crashes overall decreases the number of alcohol related crashes must also decline in order to remain a constant percentage. **Unsafe Driving Behavior is defined by a driver hazardous action of speeding, failing to yield, violation of traffic control, improper passing or failure to maintain a clear distance.

2. GOAL DETERMINATION AND ANALYSIS

Goals are broad statements of program intent or purpose and are established so that they are consistent with the mission of the organization. During this step in the planning process, the goals currently identified on the planning matrix were reviewed to determine if they remain valid based upon a review of the current and trend data, OHSP's mission, past experience, program evaluation, interaction with partners and available resources. The following section begins with a summary of Michigan traffic crash data statistics from 1995 through 2002 (the most current data available at the time of planning for FY2004). This summary is followed by OHSP's FY2004 goals established as a result of this portion of the planning process and includes an update on the current status of each goal.

Crash Data Comparison - 1995-2002

1995-2002 Compare	1995	1996	1997	1998	1999	2000	2001	2002	% Change 95-02
Total Crashes	421,073	435,477	425,793	403,766	415,675	424,867	400,813	395,212	-6.1%
Fatal Crashes	1,386	1,339	1,283	1,235	1,249	1,237	1,206	1,175	-15.2%
People Injured	146,303	142,553	137,548	131,575	124,601	121,832	112,292	112,484	-23.1%
People Killed	1,537	1,505	1,446	1,367	1,386	1,382	1,328	1,279	-16.8%
Death Rate (100M VMT)	1.8	1.7	1.6	1.5	1.5	1.5	1.4	1.3	-27%
Fat. Crash Rate (100M VMT)	1.6	1.5	1.4	1.3	1.3	1.3	1.25	1.2	-25%
VMT (Billions)	85.7	87.7	89.2	91.6	93.1	94.9	96.4	98.2	+12.7%
Registered Vehicles (Millions)	7.75	8.11	8.12	8.23	8.41	8.57	8.6	8.69	+10.8%
Registered Drivers (Millions)	6.89	6.98	7.09	7.15	7.22	*7.04	*7.09	*7.14	+3.5%
Population (Millions)	9.55	9.59	9.77	9.82	9.86	9.93	9.99	10.05	+4.9%

*Registered Drivers are calculated as Licensed Drivers by SOS. Trend data from 1999 back cannot be calculated accurately.

STATEWIDE IMPACT GOALS

A review of the three statewide impact goals determined that these goals remain consistent with OHSP's mission "to save lives and reduce injuries on Michigan roads" and should continue to be set for the state as a whole. Achievement of the primary issue and problem area goals will have a direct impact upon achievement of the statewide impact goals as identified on the matrix.

Goal #1 – Vehicle Mileage Death Rate:

The Vehicle Miles Traveled (VMT) death rate was selected as a goal because it measures the worst outcome of a traffic crash. It has also been a consistent measurement used for many years and provides a reliable means of tracking progress as a trend over a long period of time.

Reduce VMT death rate (per 100 million miles traveled) by 10 percent: from 1.50 in 1999 to 1.35 in 2004.

Year	VMT Death Rate
1999	1.50
2000	1.46
2001	1.38
2002	1.30

(# fatalities/VMT)

Goal #2 and #3 – K and A Injury:

The goals measuring the proportion of crashes with the worst injury being a K or A injury and the proportion of occupants involved in crashes experiencing a K or A injury focus on injury prevention, consistent with the OHSP mission statement. These two goals are likely to be more sensitive measures of the impacts of programs implemented by OHSP than are other measures.

Reduce the proportion of crashes resulting in KA injury by 10 percent: From 2.7 percent in 1999 to 2.4 percent in 2004.

Year	KA Injury Percentage
1999	2.70%
2000	2.46%
2001	2.34%
2002	2.38%

(# KA crashes / total # crashes)

- Note: In 2002, 1,279 persons were killed (K injuries), 10,556 were seriously injured (A injuries). The increase is attributed to the additional 26 A injuries from 2001 to 2002 (10,530 to 10,556)*

Reduce the proportion of occupants receiving KA injuries by 10 percent: From 1.72 percent in 1999 to 1.25 percent in 2004.

Year	KA Occupant Injury Percentage
1999	1.72%
2000	1.58%
2001	1.53%
2002	1.51%

(# KA occupants / # drivers + passengers)

PRIMARY ISSUE / PROBLEM AREA GOALS

During FY2002, OHSP moved away from the traditional approach of setting goals in each of the major traffic safety program areas in favor of an approach that places an emphasis on the most significant traffic safety problems. This approach establishes goals for each primary issue area and each problem area/target group identified on the planning matrix. All program areas continue to work together as a team to concentrate efforts on addressing these specific goals. During the FY2004, planning cycle, program area coordinators focused their planning efforts on addressing these goals. The result of these specific plans are reflected in the tasks and grant development plans for each traffic safety program area found in the second half of the highway safety plan.

Primary Issue Areas

1. Occupant Protection: The effectiveness of safety belts and child passenger seats for reducing injury severity and preventing death is well documented.

Goal: Increase front-outboard shoulder belt use 10 percent: From 79.1 percent in 1999 to 90 percent by 2004.

Analysis:

- The 2002 direct observation survey reported that safety belt use for males in the 16-29 year-old age group was 72.8 percent, 30-59 year-old age group was 78.6 percent and the 60+ age group was 86.3 percent.
- In 2002, the safety belt use rate for pickup truck occupants continues to be the lowest among all vehicle types.

Year	Front-Outboard Shoulder belt use Percentage
1999	79.1%
2000	83.5%
2001	82.3%
2002	82.9%

(#front occupants of car/truck w/shoulder or lap/total # front occ. of car/truck)

2. Alcohol Impaired driving: The number of had-been-drinking (HBD) fatal and serious injury crashes each year is larger than any other problem area subgroup.

Goal: Maintain proportion of KA crashes coded HBD at 17 percent.

Analysis:

- In 2002, 32.7 percent of all fatal crashes involved alcohol and/or drugs.
- In 2002, males age 16-24 represented 21 percent of all alcohol-related fatalities.
- In 2002, 60.2 percent of alcohol-related crashes were single vehicle (one moving traffic unit).

Year	HBD KA Crash Percentage
1999	21.1%
2000	19.4%
2001	19.7%
2002	19.9%

(#KA HBD crashes / #KA crashes) *HBD included drugs prior to 2000

3. Driver Behavior: Driver behavior is the primary cause factor in crashes.

Goal: Reduce the number of drivers in KA crashes where unsafe driving behavior is cited as the hazardous action in the crash by 10 percent: From 6,781 in 1999 to 6,103 in 2004.

Analysis:

- In 2002, speeding, failure to yield, violation of traffic control, and drove left of center were cited in 31.1 percent of all fatal crashes.*

Year	#KA drivers w/driving behavior coded as hazardous
1999	6,781
2000	6,550
2001	6,223
2002	6,294

(#KA drivers w/Hazardous Action Code: Speed too fast, Failed to Yield, Violation of Traffic Control, Improper Passing, Clear Distance, Careless, or Reckless)

4. Roadway Safety: Intersection crashes represent over 30 percent of all crash types. Reducing the number of fatal and serious injury crashes at intersections will have a direct effect upon statewide impact goals.

Goal: Reduce number of crashes at intersections by 10 percent: From 141,052 in 1999 to 126,947 in 2004.

Analysis:

- In 2002, 28.9 percent of all fatal crashes occurred at/or within 150 feet of an intersection.*

Year	Intersection Crashes
1999	141,052
2000	140,654
2001	126,892
2002	122,361

(# of crashes coded as "Related to or within 150' of Intersection")

Problem Areas/Target Groups

1. Male drivers 16-20: Reducing the fatal and serious injury crash rate for males age 16-20 will impact the overall KA crash rate for this group.

Goal: Reduce the KA crash rate per 1000 Licensed Drivers for males 16-20 by 25 percent: from 5.88 in 1999 to 4.41 by 2004.

Analysis:

Year	KA Crash Rate per/1000 Lic. Drivers, Male, 16-20
1999	5.88
2000	5.56
2001	5.12
2002	4.58

(# drivers age 16-20 in KA crashes / # Licensed Drivers age 16-20)

2. Male drivers 21-34: Reducing the fatal and serious injury crash rate for males age 21-34 will impact the overall KA crash rate for this group.

Goal: Reduce the KA crash rate per 1000 Licensed Drivers for males 21-34 by 25 percent: from 3.95 in 1999 to 2.96 by 2004.

Analysis:

- In 2002, a total of 1,908 drivers were involved in fatal crashes, 13.4 percent were under 21 years of age and 22 percent were under 25 years of age.

Year	KA Crash Rate per/1000 Lic. Drivers, Male, 21-34
1999	3.95
2000	3.73
2001	3.22
2002	3.16

male 21-34 drivers in KA crashes / # Lic males age 21-34 (from SOS)

3. City/County roads: City/County Roads experience the greatest number of KA crashes and must be a focus of overtime enforcement, public information and education programs.

Goal: Reduce the number of KA crashes on City/County Roads by 10 percent from 6,249 in 1999 to 5,624 in 2004.

Analysis:

- In 2002, less than one half of the total miles traveled were on Michigan's city and county roads yet 73.7 percent of KA crashes occurred on city and county roads.

Year	KA Crash Rate on City/County Roads
1999	6,249
2000	7,681
2001	6,630
2002	6,946

(# KA crashes coded as: county road, city street or unknown)

4. Peak travel season: Promotion of safety belt and child passenger safety seat use and safe driving behavior during peak travel seasons, particularly during the summer months, must be addressed to impact this goal.

Goal: Reduce the percentage of crashes resulting in KA injury (Memorial Day to Labor Day peak) by 10 percent: From 3.42 percent in 1999 to 3.08 percent by 2004.

Analysis:

Year	KA injury percentage Memorial to Labor day
1999	3.42%
2000	3.02%
2001	2.90%
2002	3.14%

(# KA crashes/# total crashes between Memorial Day and Labor Day)

Goal: Reduce the percentage of occupants receiving KA injury (Memorial Day to Labor Day peak) by 10 percent: From 2.08 in 1999 to 1.87 in 2004.

Analysis:

Year	KA occupant injury percentage Memorial to Labor day
1999	2.08%
2000	1.87%
2001	1.81%
2002	1.89%

(#KA occupants / #occupants (injured passengers/drivers) during Memorial Day to Labor Day)

5. Elderly Drivers: Age 70+ drivers are one of the largest growing segments of drivers.

Goal: Reduce the KA crash rate per 1000 Licensed Drivers (age 70+) by 10 percent: From 1.56 in 1999 to 1.40 by 2004.

Analysis:

Year	KA Crash Rate per/1000 Lic. Drivers, 70+
1999	1.56
2000	1.39
2001	1.25
2002	1.28

(# drivers age 70+ in KA crashes / # age 70+ Licensed Drivers)

6. Occupants 0-15: This demographic group represents our future drivers.

Goal: Reduce the percentage of occupants receiving KA injury (age 0-15) by 10 percent: From 8.39 percent in 1999 to 7.55 percent by 2004.

Analysis:

Year	KA Crash Percentage occupants 0-15
1999	8.39%
2000	8.14%
2001	8.68%
2002	7.64%

(# age 0-15 KA occupants / # 0-15 occupants)

Problem Identification Data Sources

Data from the following sources are used to track progress toward achievement of the HSP goals:

- The Michigan Traffic Crash Facts
- The MSP traffic crash database
- Grant progress and final reports
- NHTSA program review
- Arrest data
- Evaluation reports
- Drunk Driving Audit
- On-site grant monitoring
- Legislative journals
- Bi-Annual statewide survey of restraint usage

3. STRATEGY DEVELOPMENT PROCESS

Once the problem identification process is complete and the goals finalized, the next step in the process is strategy development. The planning matrix was developed to direct both long-term and short-term programming efforts. This ensures that programming efforts remain focused on the long-term goals and that the short-term strategies selected for implementation will enable achievement of the long-term strategies.

All strategies are reviewed and approved and/or rejected by the OHSP leadership team to ensure they are in line with the overall vision, goals, budgets and direction of the office.

LONG-TERM STRATEGIES

During this phase of HSP development, the HSP team met and reviewed the long-term strategies to make sure they continue to remain relevant given the current traffic safety environment. This review helps ensure that planning efforts remain focused on the achievement of OHSP's statewide impact goals. As a result of this review, it was determined that some modifications to the long-term strategies were necessary for FY2004. Following are the FY2004 long-term strategies.

FY2004 LONG-TERM STRATEGIES

Alcohol Impaired Driving

1. *Promote community support of impaired driving prevention program, using a comprehensive awareness campaign involving Safe Communities and Network of Employers for Traffic Safety (NETS).*
2. *Facilitate collaboration with the criminal justice community and treatment centers/agencies.*
3. *Continue network support for and evaluation of non-use alcohol message to youth and parents.*
4. *Establish a direction for responsible service by all licensed and non-licensed beverage servers.*

Driver Behavior

Fatigue/Distracted

1. *Maintain the Drowsy & Distracted Driving College Program across the state and monitor its effectiveness.*
2. *Increase fatigue education program to commercial driver/shift workers through existing community networks within the workplace.*

Young Driver

3. *Continue to focus on the needs and support for Graduated Driver Licensing.*

Older Driver

4. *Continue implementing recommendations of the Elderly Mobility Task Force.*

Upper Peninsula

5. *Develop and implement winter driving and drowsy driving education program for residents in the Upper Peninsula counties.*

Deer

6. *Continue to focus on the deer crash issues within the state and maintain the partnership with the Michigan Deer Crash Coalition (MDCC).*

Occupant Protection

1. *Expand programs to encompass multi-cultural populations.*
2. *Research difference between belt use in drivers and belt use in passengers.*
3. *Target messages to part-time belt user, i.e. attitude, comfort and fit, etc.*
4. *Increase perceived threat of getting a ticket through enhanced visible enforcement, rigorous earned media efforts and paid advertising.*
5. *Build community support of safety belt enforcement using Safe Communities and Network of Employers for Traffic Safety (NETS).*
6. *Support long-term strategy for child passenger safety, education and training.*
7. *Continue evaluating safety belt use through observation and awareness surveys.*
8. *Develop programs to address high-school/college age belt use.*

Roadway Safety

1. *Develop and implement a mechanism to increase communication of engineering solutions to communities to address specific crash problems.*
2. *Develop, implement and measure a plan to integrate roadway safety within Michigan. Include Michigan Department of Transportation (MDOT), Motor Carrier Division, locals, OHSP and the Governor's Traffic Safety Advisory Commission (GTSAC) and establish common statewide safety goals.*
3. *Identify engineering issues and train engineering and traffic safety partners using the American Association of State Highway and Transportation Officials (AASHTO) Highway Safety Strategic plan.*
4. *Use the AASHTO strategic plan as a guideline for Roadway Safety projects.*

Administrative

1. *Continue active partnerships with the judiciary, prosecutors and magistrates.*
2. *Institutionalize traffic safety training in law enforcement academies.*
3. *Assess the long-term effectiveness of enforcement strategies.*
4. *Continue and strengthen law enforcement leadership towards traffic safety.*
5. *Maximize use of the Internet as a communication vehicle and to deliver training.*
6. *Continue to perform trend analysis studies to assist in identifying successes and improvement areas within the Highway Safety Plan.*

SHORT-TERM STRATEGIES

Once the highway safety goals and long-term strategies are finalized, OHSP staff begins development of short-term strategies. This includes identifying the underlying strategy (i.e., enforcement, evaluation...etc.) and specific targets within that strategy (i.e., measurement, issue identification, potential funding...etc.) These strategies are selected to ensure that programmatic activity in the current year remains focused on achievement of long-term strategies. They also serve as the basis for current year grant development.

FY2004 SHORT-TERM STRATEGIES

Alcohol Impaired Driving

Increasing the perceived threat of arrest for drunk driving continues to be one of the primary strategies for impacting the impaired driving problem. This will be accomplished using high-visibility enforcement combined with a strong public awareness campaign. Securing assistance and support from the community in the campaign against impaired driving is essential to the success of local programming efforts. Studies prove the most effective way to change community norms is to involve the targeted audience at the local level to arrive at solutions to address the problem.

1. *Support law enforcement initiatives geared toward reducing drunk driving by young males between the ages of 21-34.*
2. *Increase awareness of the risk of drunk driving through the use of publicity, including a safe and sober driving message, BAC level public education and support of the weekly alcohol enforcement to be conducted throughout the state.*
3. *Promote collaboration and information sharing between treatment and court communities within Michigan.*
4. *Educate special event coordinators on the importance of responsible alcohol serving.*
5. *Promote coordination among traffic safety partners dealing with the repeat offender.*
6. *Support training for prosecutors to address drunk driving and for the judicial community on traffic safety issues.*
7. *Continue to support youth alcohol enforcement programs (SPOTLIGHT, LOOKOUT, Party Patrol).*
8. *Develop youth alcohol prevention materials for the criminal justice community as well as the general public.*
9. *Educate the judiciary and prosecutors on OHSP youth alcohol law enforcement programs.*
10. *Educate college, high school and middle school youth on youth alcohol issues.*
11. *Support an organization to address underage drinking issues in Michigan.*
12. *Train members of the MCRUD Teen Leadership Team on leadership skills for addressing underage drinking issues.*

Driver Behavior

Driving while drowsy increases the risk of a crash caused by inattention resulting in many of the hazardous actions cited as the primary cause of a traffic crash. Aggressive driving remains an area that must be continually monitored to ensure that a proactive approach is taken to address this issue. The curriculum used to educate young drivers must be continually reviewed and updated to ensure that the material remains as effective as possible for this inexperienced segment of the driving population. Local decision-makers and communities need to be educated on the types of roadway improvements that should be made to address mature driver issues. Safe Communities continue to be the avenue within which awareness and improvement of traffic safety at the local level should be promoted. An analysis of crashes occurring in the Upper Peninsula reveals a disproportionately high number of crashes along US-2 in Michigan's Upper Peninsula during the peak summer travel season.

Fatigue/Distracted/Aggressive

- 1. Support expansion of drowsy/distracted driving program into high schools and workplaces.*
- 2. Develop an action plan to address aggressive driving in Michigan.*

Young Driver

- 3. Provide assistance and support to the Michigan Department of Education with revising the Segment 1 Driver Education Curriculum.*

Older Driver

- 4. Educate Michigan's communities about elderly mobility issues.*
- 5. Support strategies identified by the Elderly Mobility Workgroup directed at enhancing safe and continued elderly mobility.*

Upper Peninsula

- 6. Address motor vehicle crashes along the US-2 corridor during the summer travel season.*

Occupant Protection

Increasing the perceived threat of arrest for failure to wear a safety belt continues to be one of the primary strategies for increasing the safety belt use rate in Michigan. An important component of this strategy is overtime enforcement. Enforcement must be combined with participation by law enforcement agencies in state and national campaigns to enforce the importance of the law. Specific groups and areas of the state have been identified as having low safety belt usage rates. Achieving the goal of increasing safety belt use in Michigan requires that these groups be specifically addressed through targeted public information campaigns and materials.

1. *Support law enforcement initiatives aimed at increasing safety belt use among young males between the ages of 16-34.*
2. *Conduct public information efforts that support traffic enforcement programs promoting the benefits of belt use and child safety seats.*
3. *Support Child Passenger Safety (CPS) education and training and printing of training materials for CPS classes.*
4. *Provide safety belt use rates on a county/community basis.*
5. *Address safety belt non-use due to lack of safety belt comfort/fit.*
6. *Develop programs to address high-school/college age belt use.*
7. *Collaborate with traffic safety partners and engage their support to promote safety belt usage message.*
8. *Increase use of safety belts in minority populations.*
9. *Develop safety belt messages appropriate for use in the minority community.*

Roadway Safety

Applying engineering expertise to improve local City/County Roads and enhancing engineering knowledge in local communities will provide much needed assistance toward reducing the crash problem.

1. *Support implementation of the Intersection Safety Action Plan developed in FY2003.*
2. *Provide assistance to Metropolitan Planning Organizations (MPO) with improving traffic safety in their region.*
3. *Identify specific areas of traffic safety training needed at the local level.*
4. *Perform Statewide Traffic Crash Analysis.*

4. BUDGET DEVELOPMENT PROCESS

An estimated Highway Safety Planning budget including projected new and carry forward funds was distributed in early February as staff began development of their short-term strategies. The estimated budget also included a comparative analysis of funding received in the current year for each program area as well as projected funding for each program area for FY2004. This information was used as a starting point for development of strategies and related funding requests. The budget determination process considered each strategy within the context of the whole to balance program needs with the amount of projected funds available.

The HSP management team also considered the level of program funding from previous years, funding of other related state and local programs, special funding sources and long-range goals for the overall program before finalizing budgets for each program area. The program managers were given the responsibility to review each of their strategies and decide which should be fully-funded and which may need to be reduced or not funded for this plan year. In a few cases, funds were added to provide increased support for strategies that the team believed, based upon the projects identified, warranted the increased support.

Exhibits 3, 4, 5 and 6 illustrate the projected sources of funding, program level budgets and the distribution of funding by type.

EXHIBIT 3

Unrestricted Program Funding Sources Fiscal Year 2004

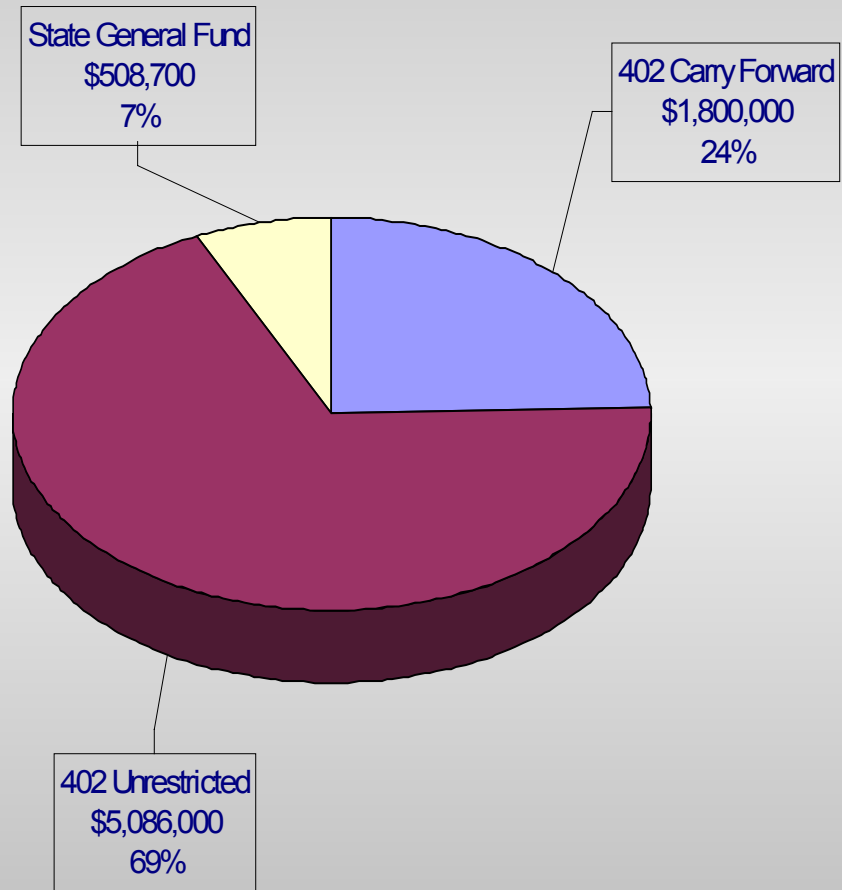


EXHIBIT 4

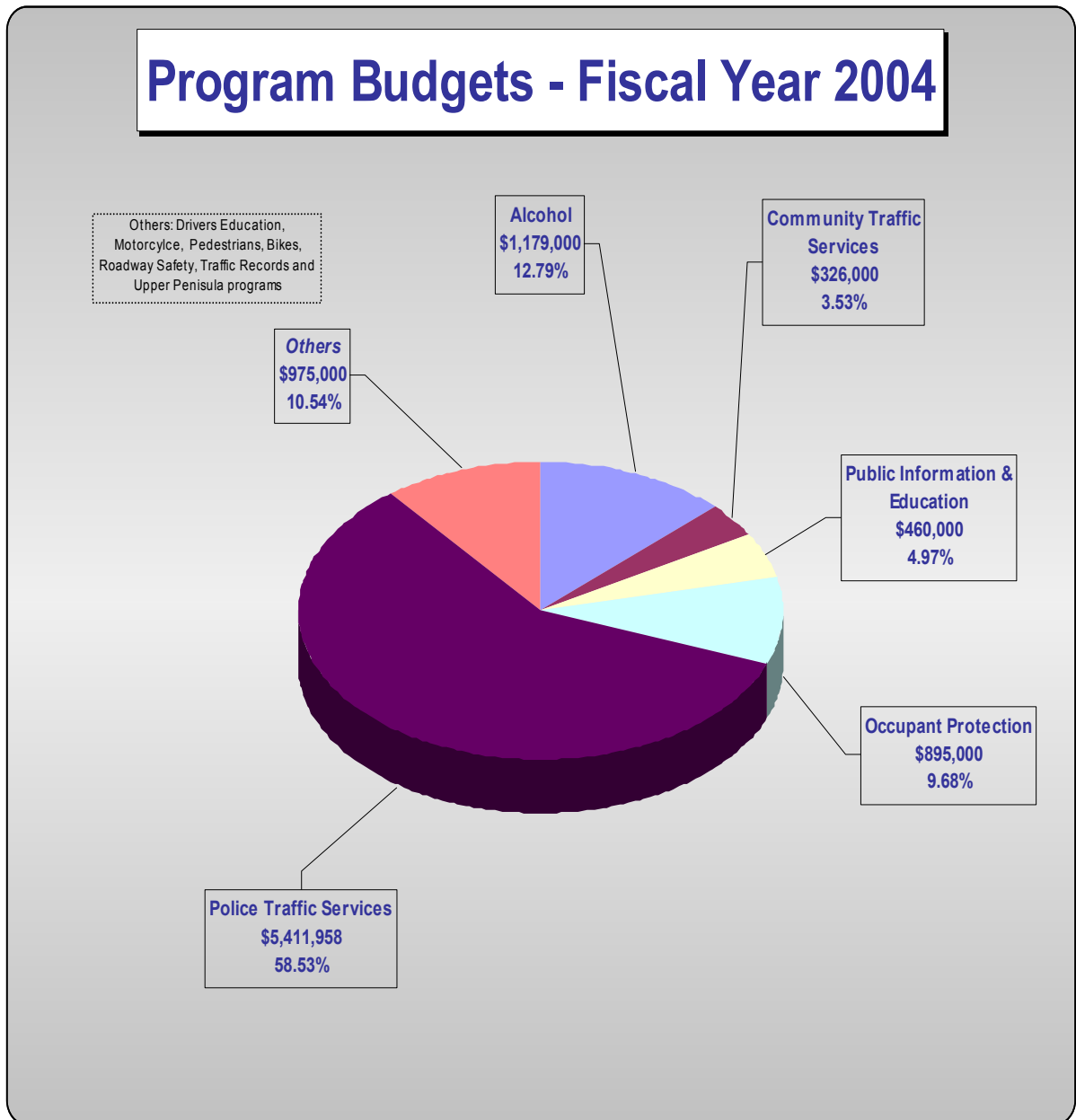


EXHIBIT 5

'Other' Program Budgets - Fiscal Year 2004

*Other programs represent 10.54% of the total program budget as is displayed in [Exhibit #4](#)

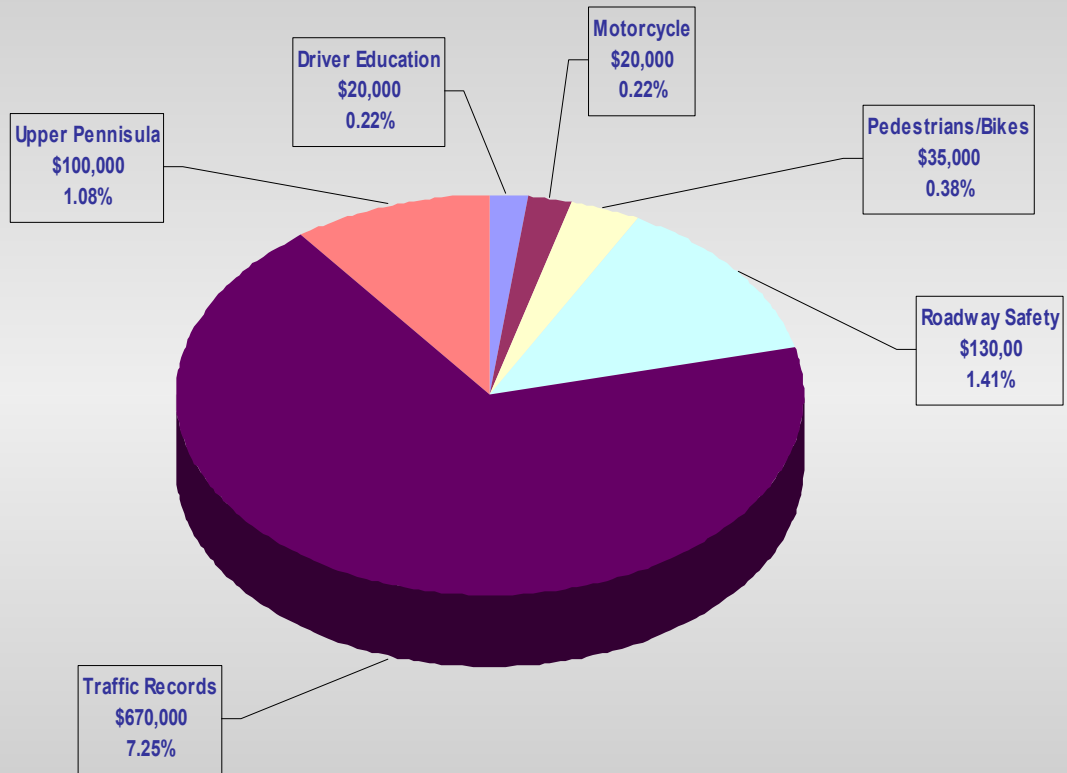
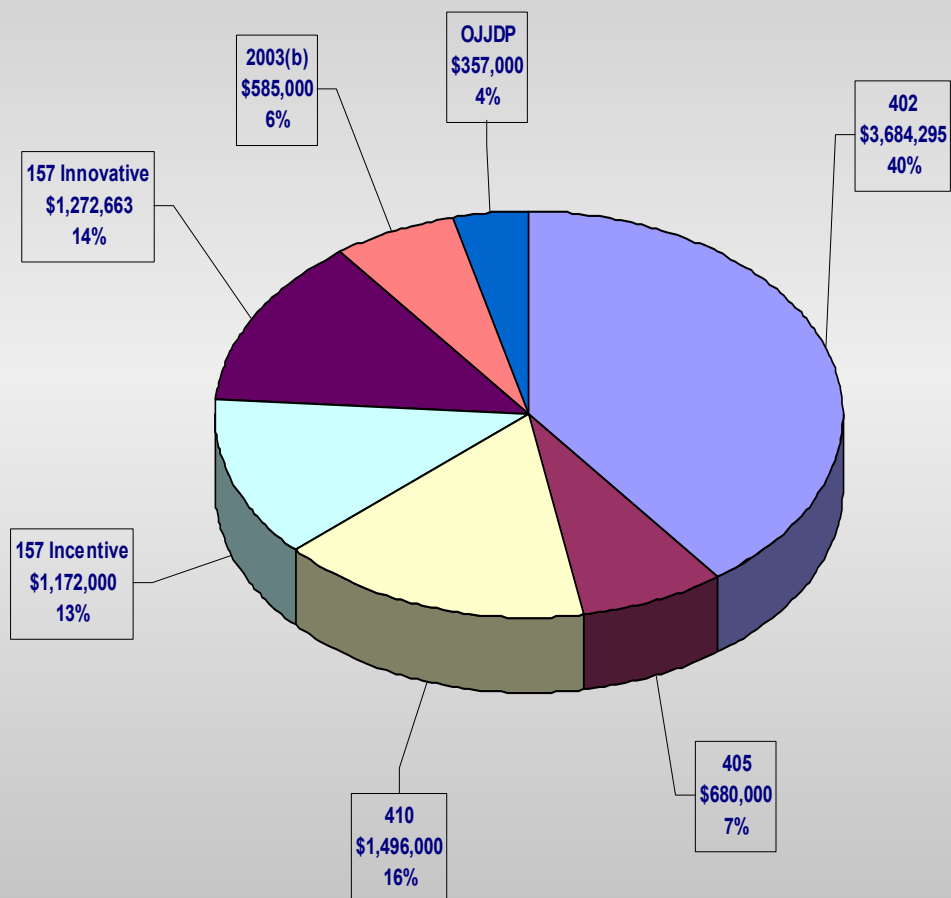


EXHIBIT 6

Unrestricted Program Funding Sources Fiscal Year 2004



5. TRAFFIC SAFETY PARTNER INPUT

OHSP receives/solicits input from traffic safety partners both directly and indirectly throughout the year. The knowledge and experience gained by OHSP through these interactions is applied throughout the HSP planning process. As described below, safety partners have multiple methods and mediums available to provide input:

Safety in Planning Forum

Starting in 2001, OHSP participated in a national project designed to assist states with including safety in the transportation planning process. As part of this project, states were asked to hold a safety planning forum to bring state and local planners together to explore ways in which safety can be incorporated into their planning process. The most recent forum was held on November 6, 2002 and included federal, state and local traffic safety partners along with representatives from the metropolitan planning organizations, law enforcement and rural planning agencies.

The purpose of the forum was to review recent state traffic safety activities including the latest safety belt survey, crash data trends, demographics, the elderly mobility action plan, traffic crash processing technology and intersection safety projects. In addition, the forum allowed participants, via an interactive audience response system, an opportunity to provide immediate feedback on the presented information.

Governor's Traffic Safety Advisory Commission

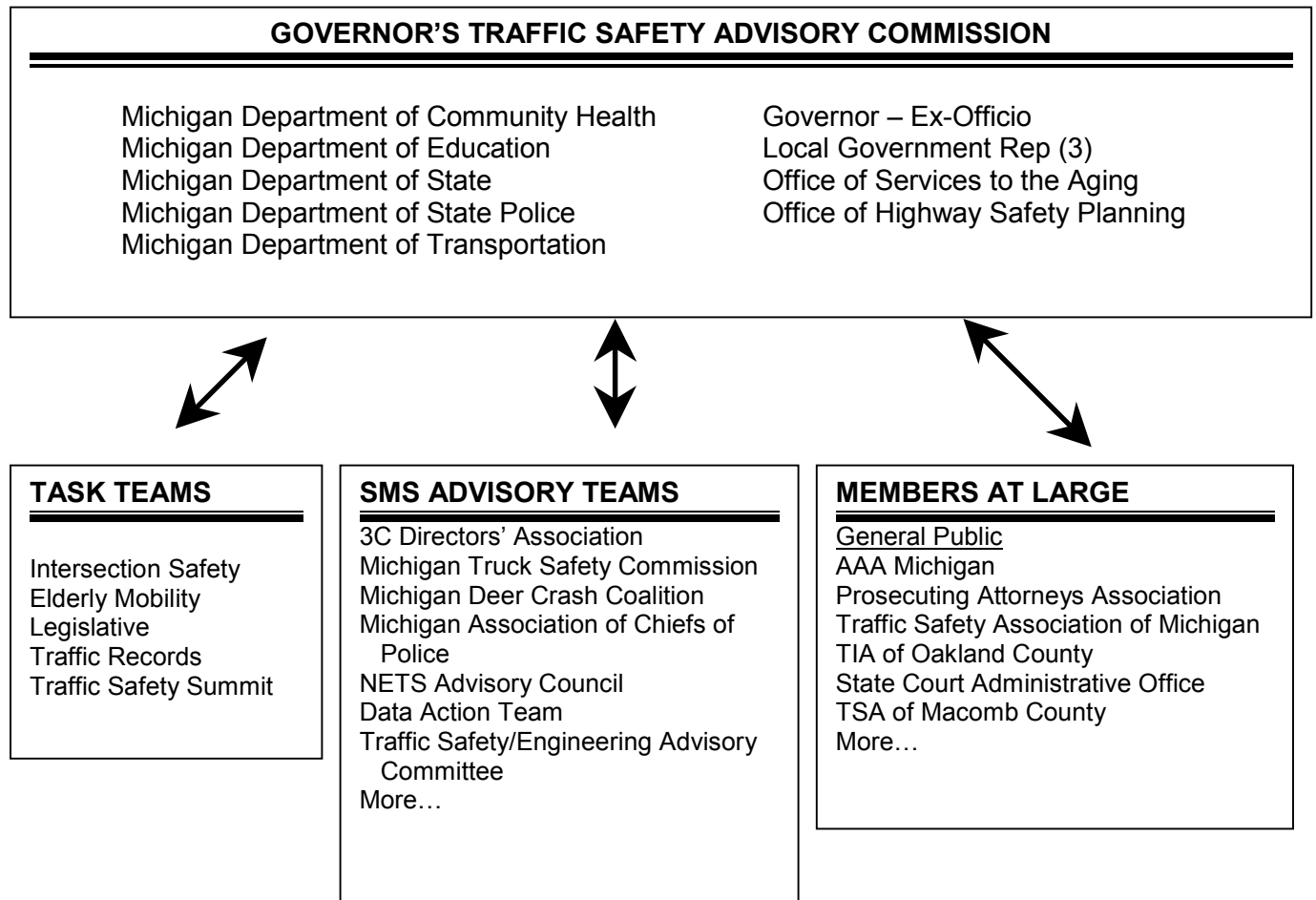
The Governor's Traffic Safety Advisory Commission (GTSAC) consists of the Governor or a designee, the Directors, or their designee of the Departments of Community Health, Education, State, State Police, OHSP, Office of Services to the Aging, Transportation and three local representatives representing the county, city and township level. **Exhibit 7** illustrates the organizational structure of the GTSAC.

In 2002 the GTSAC identified four traffic safety priority issues upon which to focus efforts:

1. Michigan's traffic crash records system
2. Elderly mobility
3. Intersection safety
4. Planning and Research

Currently, the GTSAC meets on a bi-monthly basis. Agenda development is a process open to all traffic safety advocates within the state and is available through OHSP's web site (www.michigan.gov/ohsp). Communication between GTSAC members and among traffic safety advocates throughout Michigan is accomplished through a web site and LISTSERV® which has approximately 200 members. In addition to monthly communication regarding GTSAC meetings, members are notified regarding any current traffic safety issues that arise and periodically surveyed to determine the effectiveness of GTSAC communications.

EXHIBIT 7



Program Area Network Meetings

During February, program area network meetings were held to assist program staff with identifying appropriate strategies to address the four primary issues and target groups. In some cases, meetings were held individually with partners and some meetings were held specifically to address strategic issues. The feedback received during these meetings was used to finalize short-term strategies and begin development of grant development plans.

Traffic Safety Summit

The annual Michigan Traffic Safety Summit, held in April, provides another opportunity to solicit input for the HSP from traffic safety partners. Again this year, the Secondary Road Patrol Conference was combined with the Traffic Safety Summit expanding attendance to over 300. The Secondary Road Patrol is a state grant program providing county sheriff departments with funding for traffic patrols of county and local roads outside the corporate limits of cities and villages.

The following workshops were held during this combined summit:

- Legal and commercial drivers license law update
- Mothers Against Drunk Driving (MADD)
- Challenges in prosecuting the impaired driver
- School bus safety – Inside and Out
- Rural road safety and MPO Safety Conscious Planning
- Intersection Safety
- Elderly Mobility
- Traffic Crash Data project update
- Federal Highway Safety Priorities for 2003
- How to recognize fraudulent and counterfeit identification
- Traffic Stops – The original homeland security
- Innovate youth alcohol enforcement
- Achieving high safety belt usage – Roadmap to success

An interactive general session, using audience response system technology, was held to provide summit attendees with an opportunity to provide feedback on current safety issues.

Additional Planning Resources

A number of resources for problem identification are used by OHSP. The following identifies some of the resources used and activities participated in throughout the year to assist in determining program needs:

- The Michigan Department of State Police Strategic Plan.
- College and university research (UMTRI, MSU, WSU, MTU)
- United States Department of Transportation (USDOT) publications and seminars.
- Staff participation on various committees and associations, including: The Michigan Model for Comprehensive School Health Education Steering Committee, Michigan Section of the Institute of Transportation Engineers, Michigan Association of Chiefs of Police, Michigan Sheriffs' Association, Michigan Pupil Transportation Advisory Committee, the Elderly Mobility Task Force, Michigan Coalition to Reduce Underage Drinking, Intersection Safety Advisory Team, and the Michigan Deer Crash Coalition.
- Feedback from grantees during the implementation, monitoring, and evaluation of traffic safety projects.
- Input (praise, criticism and suggestions) provided by the general public.
- OHSP staff attendance at state, regional and national conferences and seminars to obtain the latest information regarding trends and emerging issues.

6. PROJECT SELECTION PROCESS

The guiding principle for project selection is to assess each project's potential for impacting the identified traffic safety primary issue and problem area and the overall statewide traffic safety goals and long term directions. OHSP program staff consider:

- The most efficient and effective means of implementing program strategies to address specific traffic safety problems
- Which partners may be available to implement projects
- The target group(s) involved
- Where and when implementation must take place
- Available funding sources

In some instances, coordination of programs such as training, public information campaigns and law enforcement overtime initiatives must take place at the state level in order to be most effective. Some projects selected by OHSP must take place at the local level where the ability to impact a traffic safety problem is best determined by the community experiencing the problem. These projects are implemented through OHSP's existing regional partners and the Safe Communities program.

Grant Development Plans

Once strategies and program budgets are finalized and approved, program staff begin preparing their grant development plans (GDP). The GDP assists in ensuring sufficient preparations are made before projects are implemented, and also serve as documentation for that program area. The GDP is developed as a team effort where programs cross network areas and are used as an internal planning tool. Each GDP contains:

- Specific information about the strategy the project will address
- Proposed grantees
- Funding levels and sources
- Project schedules

Exhibit 9 is an example of the GDP form.

FY2004 Grant Development Form			
Grant Amount:	\$0	Agency Name:	
Grant Due @ OHSP:		Final Approval Date (no later than 1/1)	
Is this an in-house PI&E grant? <i>(if yes, agency name = OHSP)</i>		For the Benefit of Locals?	
Contractual costs in the grant?		Multi-agency grant?	
October 1 Start-up required?		Personnel Costs?	
Is grant split-funded from last year?		Is grant split-funded next year?	
Indirect Cost?		Approved Rate & Base	
Does rate/base match Indirect Costs.doc?		\\30-COLL-FS\VOL1\GLBLDATA\OHSP\Grant Dev Unit\GD Guidelines\Indirect Costs.doc	
Program income anticipated?			
Equipment below \$5,000 per item?			
Equipment over \$5,000 per item?			
Out-of-state travel?			
Special forms(custom pages/survey...etc)			
Form:	Due Date:	Form:	Due Date:
NARRATIVE:			
Funding Source(s)	Amount	LINKS TO SUPPORTING DOCUMENTATION:	
402			
402 - Paid Media			
403			
403 Alc.			
405			
410			
411			
157 Incentive			
157 Innovative - 3			
157 Innovative - 4			
157 Innovative - Paid Media			
157 Incentive - Paid Media			
2003(b)			
OJJDP - FY01			
OJJDP - FY02			
OJJDP - FY03			
Other			
TOTAL	\$0		
AUTHOR:		DATE:	
APPROVAL:		DATE:	

7. PERFORMANCE MEASURES

The ability to measure whether the programs implemented are successful is critical to each planning year and in establishing performance goals and strategies. There are various statewide and program specific performance measures that are reviewed and analyzed during both the calendar and fiscal year. In addition, trend analysis is performed to determine the long term effect of various programs and activities.

Statewide Performance Measures

- The percentage of outboard front seat occupants in all vehicle types using safety belts, as reported in the annual direct observation survey
- The percent of fatal crashes in which alcohol/drugs were a contributing factor
- Compliance with the 10% restriction on P & A program funding
- Progress and results of traffic safety legislation

References and Resources used:

- Crash data as reported in the Michigan Traffic Crash Facts
- Public requests for OHSP and traffic safety materials
- Evaluation of the annual Traffic Safety Summit
- Feedback on the communication plan established for the GTSAC
- Annual Evaluation Report

Program Specific Performance Measures

- The Planning Matrix (**Exhibit 2**) and the problem identification and goal determination (Section 2) are reviewed each year by program staff to determine if previous and current activities are showing 'positive' results.
- Contingent on program goals, various grants from each program are targeted for review by program staff to determine both how the grant is being implemented and if the activity is showing the desired results.
- Grantees are required to submit quarterly progress and financial reports on every grant administered by OHSP.

References and Resources used:

- Crash data as reported in the Michigan Traffic Crash Facts
- Public requests for OHSP and traffic safety materials
- Review of quarterly progress and financial reports
- Annual Evaluation Report

8. ADMINISTRATIVE REVIEW

Organization Overview

The Office of Highway Safety Planning (OHSP) is responsible for administering the 402 federal program and two state-funded highway safety-related grant programs, Secondary Road Patrol and the Michigan Truck Safety Commission.

OHSP is located organizationally within the Office of the Director, Michigan Department of State Police. The Division Director of OHSP serves as the designated Governor's Highway Safety Representative. The office is organized into three sections grouped according to functional responsibilities:

Planning and Grant Development

This team is responsible for all grant development and implementation and the planning and creation of the HSP, Annual Evaluation Report and the overall office budget. The team is divided into a planning and grant unit.

Accounting

This team is responsible for all general accounting procedures, financial reviews of all grants and payments to grantees.

Public Information and Education

This team is responsible for the creation, storage and distribution of all promotional items, determination of the office communication plan and is the main contact for news agencies and public/private informational requests.

EXHIBIT 10 displays the current OHSP organization chart.

Administrative Problem Analysis

As office staff proceed with development of program area goals, strategies and grant projects, the OHSP management team considers those areas within the office that must be strengthened and enhanced in order to provide the support necessary for implementation of the highway safety plan. The following administrative issues were identified:

- For maximum effectiveness, the activities of all agencies, local and state, charged with responsibility or having an interest in transportation safety, along with private business entities, should be coordinated.
- The introduction, debate and enactment of all state and national traffic-safety related legislation must be continually monitored.
- Training is a component of many traffic safety programs and must be coordinated at the state level to ensure consistent delivery and accessibility.

- The overall impact of OHSP highway safety initiatives must be evaluated in order to determine whether OHSP is achieving its mission to reduce traffic-related crashes, deaths and injuries.
- In those areas where positive impact has not been achieved, appropriate training for OHSP staff and its grantees must be provided to improve knowledge level, skills and abilities.
- The processes within OHSP must be continually reviewed to assure that program staff receives updated grant management training annually, that the Grant Management Requirements are current, and compliance with the 40 percent benefit to locals federal requirement is attained.
- Administrative and financial processes utilized by OHSP are not fully automated and should be modified to utilize the most current technology.

ADMINISTRATIVE GOAL

- Provide the most efficient and effective administration, management and evaluation of the Michigan Office of Highway Safety Planning.

Achieving the mission and vision of OHSP along with the statewide impact goals and all primary issue and problem area goals requires that all elements of the office are administered in the most effective and efficient manner.

PERFORMANCE MEASURES

Performance measures are the deadlines established for the various goals and projects, compliance with the 10% restriction on P & A program funding, the progress of traffic safety legislation, evaluation of the annual Traffic Safety Summit and training opportunities, feedback on the communication plan established for the GTSAC, the annual evaluation report and the overall success of the OHSP in achieving the statewide impact, primary issue and problem area goals.

DATA SOURCES

Data sources are the project progress and final reports, feedback from the National Highway Transportation Safety Administration (NHTSA) program review, the OHSP status report, the MSP traffic crash database, legislative journals and various evaluation reports.

STRATEGIES

Administrative responsibilities in the areas of leadership, facilitation and coordination within the traffic safety community are the primary emphasis in this area. These strategies have been identified to support implementation of the various programs and projects identified in the Highway Safety Plan.

Administrative Support

1. *Provide administrative support to the Governor's Traffic Safety Advisory Commission (GTSAC)*
2. *Utilize web-based technology to facilitate communication within the GTSAC structure and among traffic safety partners statewide.*
3. *Coordinate the development of a process to include safety in the transportation planning process at the state level.*
4. *Develop a process for identifying common statewide transportation safety goals.*
5. *Develop a comprehensive training plan to coordinate and deliver training in all program areas including education on current traffic safety issues and priorities as well as the use of technology.*
6. *Utilize traffic safety related incentives for OHSP programs as a means to encourage participation in national and state-level programs and reward exceptional grant project activity.*
7. *Monitor statewide safety belt use and effectiveness of OHSP programs through evaluation and data analysis.*
8. *Expand and strengthen outreach of law enforcement liaisons.*
9. *Provide support to strengthen the commitment of local, county and state law enforcement for national and state-level traffic safety initiatives.*

Traffic Records

1. *Provide traffic crash facts to users on a statewide basis.*
2. *Improve traffic records data collection, analysis and accessibility.*

Corporate Outreach

1. *Promote the benefit of traffic safety to employers in the State of Michigan by providing training and public information and education materials.*
2. *Combine the coordination of the NETS and Safe Communities outreach programs within OHSP.*

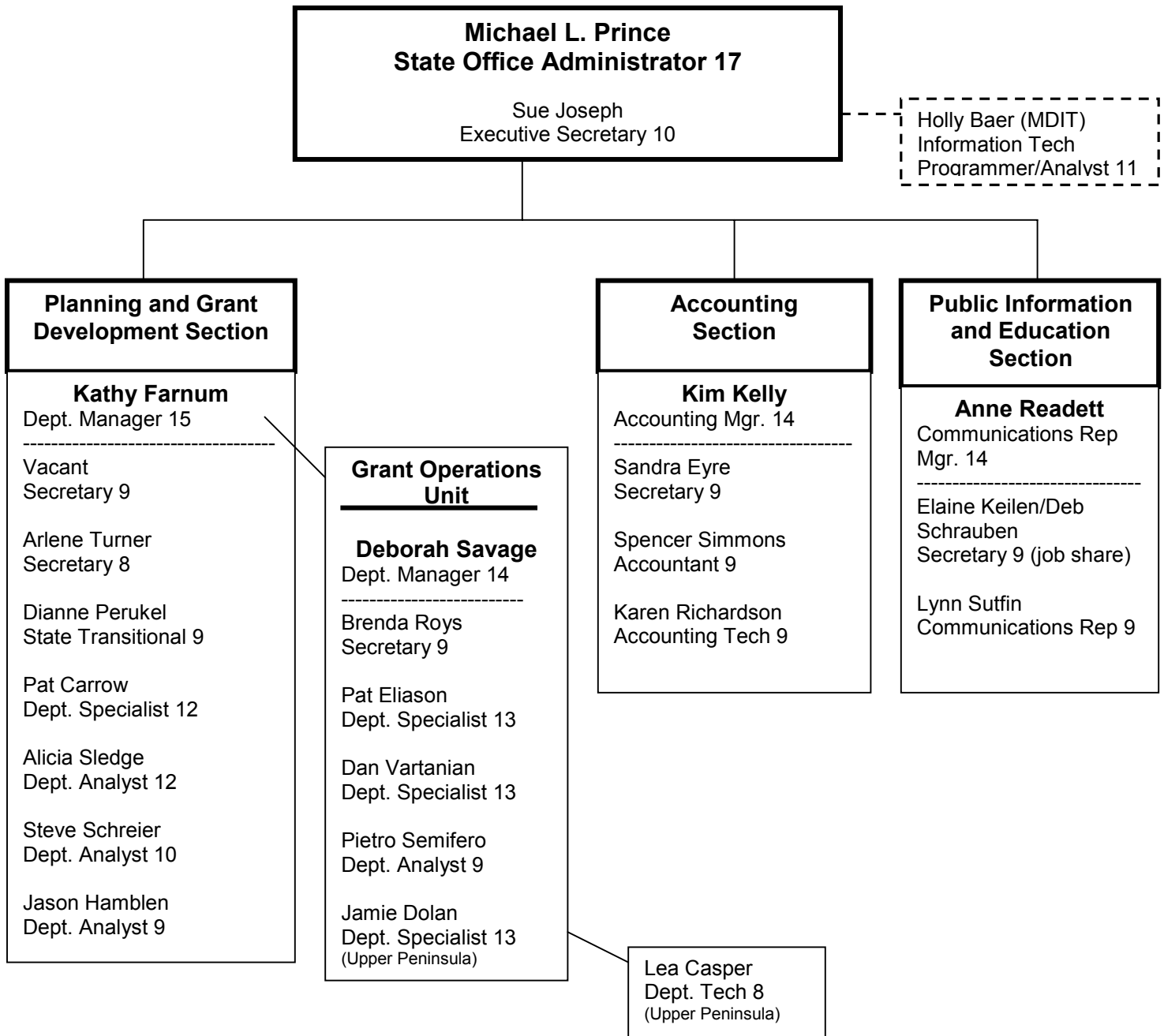
Safe Communities

1. *Support community-level, traffic safety programs.*
2. *Assure that technical assistance is provided to the Safe Communities program.*
3. *Assess the current Safe Community program to determine its ability to effectively identify and address local traffic safety issues and revise the program based on the assessment.*

Public Information and Education

1. *Provide public information and education support to all program areas within the Office of Highway Safety Planning.*
2. *To provide a level of statewide support and service for those interested in traffic safety information and promoting traffic safety programs.*
3. *Implement long-range public information plan developed in FY2003.*

OFFICE OF HIGHWAY SAFETY PLANNING



Public Information and Education
Media events and news release opportunities
2003-2004

2003

October

2003-04 grantee awards; National Drive Safely Work Week; Halloween drunk driving enforcement

November

Click It or Ticket statewide safety belt mobilization

December

You Drink & Drive. You Lose. statewide drunk driving crackdown

2004

January

Mobilization results; local law enforcement challenge winners; Super Bowl drunk driving enforcement

February

Child Passenger Safety Awareness Week

March

Sleep Awareness Week; St. Patrick's day drunk driving enforcement

April

Annual Michigan Traffic Safety Summit

May

Click It or Ticket statewide safety belt mobilization; 2003 traffic fatality statistics

June

Drunk driving audit

July

You Drink & Drive. You Lose. statewide drunk driving crackdown

August

Safety belt use statistics; local law enforcement challenge winners; Labor Day weekend

September

Back to school safety; car-deer crash alert

FY2004 Paid Advertising Information and Assessment

FUNDING SUMMARY: Paid advertising and evaluation to support national seat belt and drunk driving mobilizations

Paid advertising

Funding source	HSP section	Amount
PM 402	PTS Task 2	\$114,337
PM 157 innovative	PTS Task 16	\$885,663
PM 410	PTS Task 10	\$500,000
Total		\$1,500,000

Evaluation

Funding source	HSP section	Amount
405	PTS Task 9	\$30,000
410	PTS Task 13	\$60,000
Total		\$90,000

Background

Paid advertising will be used to support the four national enforcement mobilizations for seat belts and drunk driving. These funds will provide the ability to target groups essential to making positive changes in seat belt use and drunk driving.

Certainly, earned media efforts are an important part of publicizing enforcement periods. However, consumers of news stories tend to be people who are older, more affluent and with higher levels of education. Newspaper stories along with radio and television news often miss those people who are most critical to reach with these enforcement messages: young men.

Paid advertising allows the state to craft messages and target them where they stand to have the greatest influence with behavior change. With paid advertising, the state is able to reach groups they have had little ability to influence with traditional news coverage in the past.

Paid media work plan

■ *Paid media schedule – two weeks of advertising for each wave*

November 2003	\$400,000
December 2003	\$250,000
May 2004	\$600,000
July 2004	\$250,000

For each mobilization, two weeks of paid advertising will be scheduled to follow the national model – one week of advertising prior to the enforcement period, and the second week of paid advertising to coincide with the first week of enforcement.

■ *Target groups –*

Seat belts: *young men 18-30, with belt emphasis on Wayne County, African Americans, Arab communities and Hispanics*

Drunk driving: *young men 21-34*

OHSP will work with a contractor to develop a specific advertising plan for each enforcement wave, making the most of the available funding. Statewide advertising will target those groups most likely to drive unbuckled, men age 18 to 30, as well as those most likely to drive drunk, men age 21 to 34.

■ *Channels of communication – radio and television*

November 2003 radio, television and cable

December 2003 radio and television

May 2004 radio, television and cable

July 2004 radio and television

Throughout the year, radio and television advertising will be employed to reach target groups. For the safety belt mobilizations, additional funding will allow the purchase of cable television as well. Radio stations that appeal to these groups, as well as television programming popular among these groups of men will be the focus of the paid advertising plan.

■ *Messages – Buckle Up or Pay Up. Click it or Ticket. You Drink & Drive. You lose.*

Paid advertising messages will reinforce the state's well-known Click it or Ticket campaign, with a heavy enforcement emphasis. Advertising for drunk driving will follow the national campaign, You Drink & Drive. You Lose. All messages will seek to increase perception of increased enforcement during the mobilization period.

For the November 2003 enforcement period, OHSP will use its existing radio and TV ads developed in FY2003 with a strong enforcement message geared toward the age group. In December 2003, a new TV and radio ad will be produced. These same spots will air in July 2004.

Paid media assessment plan –

A final report prepared by the advertising agency for OHSP (provided by the agency as part of the advertising buy) will document the number of airings for television and radio ads, the size of the audience reached and the number of free airings or other in-kind donations.

In addition to this information, it is incumbent that the state also provides a greater level of evaluation to assess the effectiveness of its paid advertising campaign. OHSP will employ its use of telephone surveys before and after mobilizations to also measure and assess the impact of its paid advertising. These surveys will determine many things, including the visibility of enforcement, awareness of the message and changes in driver behavior.

OHSP State Programs Section

Two program areas administered by the Michigan Office of Highway Safety Planning are not supported by Federal funds but are supported by State General Fund and Restricted funds.

Secondary Road Patrol & Traffic Accident Prevention Program

The Secondary Road Patrol & Traffic Accident Prevention program was created by Public Act 416 of 1978. The program is often referred to as the "SRP" or "416" program. This state grant program provides county Sheriff departments with funding for patrol of county and local roads outside the corporate limits of villages and cities. The program has the legislated primary responsibility of traffic enforcement and traffic accident prevention.

The SRP program supported the full-time equivalent of 193 deputies in FY 2002 (the most recent completed period), as reported through semi-annual reports submitted to OHSP by participating counties. A total of 82 counties currently participate, out of 83 counties in the state. For FY 2003, a total of \$12,385,600 was allocated to these counties for use in patrolling secondary roads.

Each year OHSP sponsors a training session for SRP deputies. The two-day program, open to all SRP deputies, focuses on topics facing SRP deputies on patrol. The April 2003 session was held at the Amway Grand Hotel in Grand Rapids, with 128 deputies in attendance. In addition, other law enforcement grantees of OHSP were offered an opportunity to enroll in the training again this year. Twenty officers took advantage of this opportunity. This year's topics included: Legal update (passenger and commercial drivers), fraudulent and counterfeit driver's license identification, update on traffic stop techniques, youth alcohol programs, and stress reduction for law enforcement officers. The training this year was held in conjunction with the Traffic Safety Summit sponsored by OHSP. In addition to the separate law enforcement track indicated above, the officers also attended joint sessions with the Summit including an update on MADD, and a review of FHA's safety priorities for 2003.

For the FY 2003 conference, OHSP again utilized an Agenda Planning committee to help establish the agenda for the training. The goal of the planning committee is to determine training needs specifically of interest and value to the road patrol deputies. The planning committee will continue to be used in planning the FY 2004 training session. The program in 2004 will once again be combined with OHSP's Traffic Safety Summit. State funds and fees charged to counties will pay for the participation of the SRP officers.

OHSP's administrative responsibilities include monitoring the SRP program. Counties are judgmentally selected with a goal of monitoring a minimum of 25 percent of participating counties each year. The monitoring process involves a personal visit by OHSP staff to each participating agency. The OHSP representative reviews the previous years officers' dailies for all SRP deputies, reconciles expenditures reported during the program year, reviews the county's accounting procedures and reviews the duty roster or schedule for Maintenance of Effort compliance, which is a requirement of the Act. The results of the monitoring are written in a report, which is sent to the sheriff, along with a letter indicating compliance with the act or requesting a plan of correction if not in compliance.

Michigan Truck Safety Commission

The Michigan Truck Safety Commission is a unique organization, the only one of its kind in the nation supported not by tax dollars but entirely by the trucking industry. The Commission is comprised of 11 members who meet bimonthly. Their mission is to improve truck safety by providing Michigan's trucking industry and the citizens of Michigan with effective educational programs, and by addressing significant truck safety issues.

Funding for Commission activities is provided by a Truck Safety Fund, established by Public Act 348 of 1988, and administered by the Office of Highway Safety Planning. This state fund provides grants to various non-profit agencies, for truck driver education and training, heightening of all drivers' awareness of the operational characteristics and limitations of trucks, initiating data collection and research and supporting enforcement of motor carrier safety laws.

In 2003, grant funds were provided to the Michigan State Police Motor Carrier Division for enforcement, and to the Michigan Center for Truck Safety for education. Additionally, in August of 2003, a research grant was awarded to Wayne State University to provide a more comprehensive analysis of the impact of the Commission's funded programs on truck safety in Michigan, and to develop better evaluation tools for its current and future programs and its decision making process.

Motor Carrier grant funds are being used for increased STET enforcement efforts, holiday overtime for STET enforcement, publication of a Commercial Vehicle Enforcement Information bulletin, and enhanced training to local law enforcement officers, judges, prosecutors and magistrates.

The grant to the Michigan Center for Truck Safety is used to fund a hotline for truck information, public information and education efforts, safety reviews, videos, hands-on training through two Decision Driving Courses and various other training programs.

In 2003, the Michigan Truck Safety Commission updated the strategic plan originally prepared in 2000 and previously updated in 2001 and 2002. The goals established in the plan, to be accomplished through grants for education, research, and enforcement, and through subcommittees of the Commission, are:

- Improve truck safety through effective educational programs and safety planning.
- Improve truck safety through enforcement of motor carrier safety laws and training criminal justice personnel on commercial vehicle laws and enforcement.
- Insure the fiscal stability of the MTSC.
- Strengthen Commission information and decision-making.

Each of these goals also identifies several activities that will help to achieve it. The progress achieved towards meeting the goals is reviewed at the planning meeting each January, and used to update the plan for the next year. The plan is then used to establish the goals and objectives for the grants awarded by the Commission during the year.

Glossary

AAA Michigan	American Automobile Association. Federation of automobile clubs providing domestic and foreign travel services, emergency road services, and insurance. Sponsors public services to increase the safety and efficiency of road travel.
AAMVA	American Association of Motor Vehicle Administrators.
AASHTO	American Association of State Highway and Transportation Officials.
Accident	This term is often used to describe a collision between a motor vehicle and one or more other motor vehicles, bicycles, pedestrians, or objects. It implies an unpreventable, random event. The term “crash” is preferred as a more accurate description of such an event.
ACRS	Automated Crash Reporting System. A computer based crash reporting system designed to reduce the amount of duplicate paperwork an officer filling out a UD-10 needs to do.
ACTS Survey	Assessing Community Traffic Safety. An assessment tool which consists of twenty-one surveys that coalition leaders and their members distribute to specific individuals within their communities to identify the community’s assets and deficits. Once the surveys are completed the responses are entered into the ACTS computer program software to create a one-page profile of the community’s traffic safety assets and deficits. the profile can then be used to create a Safe Community Asset Development Plan for building key community traffic safety assets.
Alcohol-impaired Driving	Term used throughout Highway Safety Plan to describe drinking and driving behavior resulting in impairment of driving ability. Preferred to “drunk driving” because driving ability has been shown to be affected at blood alcohol levels far below levels at which someone would generally be considered “drunk”. As more research is conducted in the area of driving impairment by drugs other than alcohol, effective countermeasures can be developed.
Assets	Traffic safety assets identify a community’s resources that can be used to address key injury problems in the community. Examples: Standard Alcohol Enforcement, Sentencing Uniformity, EMS Training, Parent Education Networks, and Alcohol Server Training.
BAC/BAL	Blood Alcohol Concentration/Blood Alcohol Level. Determination of percent by weight of ethyl alcohol in blood. Usually measured as mg/dl.

CIPO	Community Injury Prevention Officers.
CP	Community Traffic Safety Program. Community-level program intended to coordinate traffic safety activities, maximize use of available resources, and better respond to unique needs of community.
CPS	Child Passenger Safety.
CJIC	Criminal Justice Information Center. Center within Michigan State Police responsible for processing data from the Michigan Traffic Crash Report.
CRAM	County Road Association of Michigan
Crash	Term used to describe collision between motor vehicle and one or more other motor vehicles, bicycles, pedestrians, or objects. Results from combination of driver, vehicle, and road factors-is not random, unpreventable occurrence. Preferred to term “accident” which implies unpreventable random occurrence.
DLN	Drivers License Number.
DMSTF	Drive Michigan Safety Task Force.
DSAQP	Division of Substance Abuse Quality Planning.
DUI/DUIL	Driving Under the Influence / Driving Under the Influence of Liquor
EMD	Emergency Management Division.
EMS	Emergency Medical Services. Incorporated within Michigan Department of Community Health. Facilitates administration of licensing, pre-hospital patient care examinations, ambulance inspections, communication, training, and related activities.
FARS	Fatal Accident Reporting System.
FHWA	Federal Highway Administration.
FMCSA	Federal Motor Carrier Safety Administration.
FTE	Full Time Employee.

GDL	Graduated Drivers Licensing. A step-by-step process for issuing drivers licenses to young people. As the young driver gains experience behind the wheel, driving privileges are increased.
GHSA	Governors Highway Safety Association.
GIS	Geographic Information System.
GTSAC	Governors Traffic Safety Advisory Commission
HBD	Had-Been-Drinking.
HSP	Highway Safety Plan. A component of the State's application submitted to the Federal Government each year to obtain federal funds for traffic safety. The Plan must describe the projects and activities the State plans to implement to reach the goals identified in the Performance Plan.
ICIP	International Center for Injury Prevention.
ITE	Institute of Transportation Engineers.
KAB	Injury severity scale for traffic crash-related injuries. K-level injuries refer to injuries caused by a crash that result in death within 90 days of the incident. A-level injuries refer to incapacitating injuries that prevent injured persons from continuing activities they were capable of performing prior to the injury. B-level injuries refer to non-incapacitating injuries that are evident to observers at the scene of the crash in which the injury occurred. Subset of KABCO scale.
LEL	Law Enforcement Liaison.
M	Million.
MACP	Michigan Association of Chief's of Police.
MADD	Mothers Against Drunk Driving.
MALI	Michigan Accident Location Index. Current system used to locate traffic crashes in Michigan. In need of modification and updating.
MCRUD	Michigan Coalition to Reduce Underage Drinking
MCTSI	Michigan Comprehensive Traffic Safety Initiative.

MDCC	Michigan Deer Crash Coalition.
MDCH	Michigan Department of Community Health (formerly Michigan Department of Public Health). Department of Michigan state government. Objectives include preventing disease, prolonging life, promoting health through organized community programs for sanitation, protection of the environment, and control of communicable and chronic disease, health education and promotion, and development of comprehensive medical services and facilities for effective diagnosis and treatment.
MDIT	Michigan Department of Information Technology. Department of Michigan State Government responsible for overall technology infrastructure and direction.
MDOS	Michigan Department of State. Department of Michigan state government. Operates services and programs in four major areas including traffic safety and motor vehicle-related activities (e.g., driver licensing, vehicle registration, administration of driver-point system), election-related activities, activities related to presenting and preserving Michigan history, and receiving and maintaining important records of state and local governmental units.
MDOT	Michigan Department of Transportation. Department of Michigan state government. Primary functions include construction, improvement, and maintenance of state highway system, and administration of all other state transportation programs.
MDTSEA	Michigan Driver and Traffic Safety Education Association.
MJI	Michigan Judicial Institute.
Michigan Model	Comprehensive school health curriculum which includes traffic safety - grades K-8.
Michigan Traffic Crash Facts	Annual report published by OHSP that summarizes the yearly crash statistics for Michigan. This document is used by OHSP to determine the areas in which programs should be targeted to reduce the Deaths and Injuries in Michigan caused by crashes.
MIP	Minor in Possession.
MMUTCD	Michigan Manual of Uniform Traffic Control Devices.
MPHI	Michigan Public Health Institute.
MPO	Metropolitan Planning Organization.
MRC	Michigan Resource Center.

MSA	Michigan Sheriff's Association.
MSP	Michigan State Police.
MSSC	Michigan State Safety Commission.
MSU	Michigan State University.
MTSC	Michigan Truck Safety Commission.
MTSMS	Michigan Traffic Safety Management System.
MTU	Michigan Technological University.
NETS	Network of Employers for Traffic Safety. Non-profit, public/private partnership working to help employers develop and implement comprehensive workplace traffic safety programs.
NHTSA	National Highway Traffic Safety Administration.
NMU	Northern Michigan University.
NSC	National Safety Council.
OHSP	Office of Highway Safety Planning. Division within the Department of State Police in Michigan. Serves as coordinating agency for traffic safety within the state and distributes federal funds for development, implementation, and evaluation of traffic safety programs.
OUIL	Operating Under the Influence of Liquor. More serious of the drinking and driving violations in Michigan. Refers to driving with blood alcohol concentration level at or above 0.10 percent.
OWI	Operating While Impaired. Less serious of the drinking and driving violations in Michigan. Refers to driving with blood alcohol concentration levels of 0.08 or 0.09 percent.
P&A	Planning and Administration. One of 10 program area plans included in the 2001 Highway Safety Plan.
P&P	Policy and Procedures.
PAAM	Prosecuting Attorneys Association of Michigan.
PAP	Program Area Plan. The 2002 Highway Safety Plan includes the following ten program area plans: occupant protection, alcohol-impaired driving prevention, police traffic services, pedestrian/bicycle safety, traffic records, community traffic safety, roadway safety, driver education/issues, motorcycle safety, and planning and administration.

PBT	Preliminary Breath Testing.
Performance Plan	A component of the state's application submitted to the Federal Government each year to obtain federal funds for traffic safety. The plan must contain a description of the process used by the state to identify its highway safety problems, a list of measurable highway safety goals developed through the problem identification process, and a description of how projects are selected for funding.
PI&E	Public Information and Education. Important for supporting traffic safety programs and creating a supportive environment for policy changes. Not effective as a stand-alone strategy for behavior change.
PIO	Public Information Officer.
PN	Prevention Network.
PSA	Public Service Announcement. One component of public information and education campaigns.
PTS	Police Traffic Services.
SADD	Students Against Drunk Driving / Student Against Destructive Decisions.
Safe Communities	The Safe Communities initiative is a dedicated fund program designed designed to provide resources to communities to develop local highway safety coalitions involving non-traditional partners, in partnership with our traditional partners. The focus of the coalitions is prevention of traffic crash injuries and fatalities.
SALTS	Safe and Legal Traffic Stops.
SCAO	State Court Administrative Office.
SCRC	Safe Community Resource Consultants.
SEMCOG	Southeastern Michigan Council of Governments.
SFST	Standardized Field Sobriety Testing.
SMS	Safety Management System.
Spotlight	An enforcement campaign that targets minors who attempt to buy alcohol by having a police officer pose as a store employee.

Standard Enforcement	Enforcement provision of safety belt laws that allows police to stop motorists solely for failure to use safety belts. On March 10, 2000 Michigan's safety belt law changed to allow for standard enforcement.
STEP	Selective Traffic Enforcement Program. The use of targeted long- or short-term enforcement for areas with specific traffic problems.
STORM	Sobriety Trained Officers Representing Michigan.
SWM	Southwest Michigan Systems, Inc. Public nonprofit organization serving as the resource and coordinating agency for EMS activities in the Lower Peninsula.
TEA-21	Transportation Equity Act for the 21st Century. The federal funding source for OHSP.
TEECC	Traffic Engineering/Enforcement Coordinating Committee.
TIA	Traffic Improvement Association.
TSA	Traffic Safety Association.
TSAM	Traffic Safety Association of Michigan.
TSC	Traffic Safety Committee.
UD-8	Form used by law enforcement in Michigan to record traffic citations.
UD-10	The Michigan Traffic Crash Report form.
UMTRI	University of Michigan Transportation Research Institute. Established to address the problem of motor vehicle injury. Primary focus of research is road transportation, with some efforts directed at marine and air transport.
UP-EMS	Upper Peninsula Emergency Medical Services Corporation. Public nonprofit organization serving as the resource and coordinating agency for provision of emergency medical services in the Upper Peninsula.
USDOT	United States Department of Transportation. Federal department responsible for establishing the nation's overall transportation policy. Contains nine administrations whose jurisdictions include highway planning, development, and construction; urban mass transit; railroads; aviation; and the safety of waterways, ports, highways, and oil and gas pipelines.

VIN	Vehicle Identification Number.
VMT	Vehicle Miles Traveled.
Walk Alert Program	National program developed to promote safe walking and to reduce the number of pedestrian traffic crashes.
WSU	Wayne State University.
YDYYDL	You Drink You Drive You Lose.
Zero Tolerance	The State of Michigan policy of no acceptance of any level of BAC above .02 in drivers under the age of 21.
ZIP, ZERO, ZILCH. (ZZZ)	Statewide Public Information Campaign to broaden the reach of the zero tolerance message on alcohol.